



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

New Producer Application and Fee Information

Application Information

The entire producer certification process takes a minimum of 90 days. Please submit your application for organic certification at least 90 days prior to the harvest of the organic or transitional crop.

To apply for organic certification, complete the enclosed forms and mail them to the Washington State Department of Agriculture (WSDA) along with the appropriate application fee, and an acceptable map. ***Faxed applications will not be accepted.***

1. Sites

"Site" describes a distinct farm, field, orchard, block, pasture, paddock, garden, circle, plot or other contiguous area for which you are applying for organic or transitional certification. A site may contain multiple crops and consist of multiple fields or blocks *as long as these fields or blocks are adjacent*. Production areas that are in separate locations with intervening land are considered separate sites. A separate Site Information Form must be completed for each site.

2. Site Information Form

The Site Information Form must be completed prior to granting organic or transitional certification. The Site Information Form describes in detail the site's acreage, the crops being produced, the surrounding land use and the history of the land. Please remember that you must include a map of the site with the Site Information Form. As mentioned above, a separate Site Information Form must be completed for each individual site. Please make copies of the Site Information Form as necessary.

3. Organic Farm Plan

Organic Farm Plans are required under the National Organic Program. The plan summarizes your organic production practices and helps expedite the certification process.

If you have further questions pertaining to your application materials, contact the Organic Food Program at (360) 902-1805 or Email: organic@agr.wa.gov.

Fee Information

The following information describes all of the fees associated with applying for organic certification. It also describes other fees that might be incurred during the certification and inspection process. Please note that not all fees may apply to your farming operation.

Application Fees

New Applicants

- Application fees for new applicants are \$300.

Additional Fees for New Applicants

- Please submit an estimate of the *current calendar year's gross sales* of organic food. After the review of your application is complete, you will be provided with a cost estimate of your certification fees. See the fee schedule on your Operator Agreement for more information on fees.

Renewal Applicants

- Application fees are based on the *previous calendar year's gross sales* of organic food. Please reference the fee schedule found on the application for the fee category that your gross sales fit into. For instance, gross sales of \$16,000 are in the \$15,001 - \$20,000 fee category and the application fee is \$225.
- **Late Fee** - Renewal applications that are postmarked after March 1st of each year must pay a \$75 late fee in addition to the application fee.

Other Fees

NOTE: You will be billed for the additional fees outlined below, as they pertain to you, after your application is submitted to the Organic Food Program.

1. Site Fee

New applicants that are seeking certification for more than one site must pay a \$50 site fee for each additional site. Renewal applicants that are adding additional sites must pay a \$50 fee for each additional site.

2. Transitional Acreage Fee

A \$5 per acre fee is charged for transitional certification.

3. European Organic Certification Program (EOVP)

See the enclosed EOVP Application Packet for further details. There is a \$200 fee for applying for European organic certification.

4. Export Documents

Applicants who export products to Europe, Japan, or elsewhere may need a certificate of inspection or other related export document. Export documents are billed at \$40 each.

6. Out of State Inspection Fee

Applicants that are located outside of Washington State are charged an inspection fee at the rate of \$40 per hour plus transportation costs.

7. Additional Inspection Fees

The current fee schedule provides for one inspection each year within the state of Washington. If additional inspections are required to determine compliance with the National Organic Standards or are requested to verify compliance with foreign market requirements, an additional inspection fee at the rate of \$40 per hour plus transportation costs will be charged.

Refunds

Refunds may be requested at any time during the certification process; however, refunds will only be issued under the criteria listed below. All requests for refunds must be received in writing.

Non-refundable Fees

1. Late Fee of \$75. This fee applies to all renewal applications that are postmarked after March 1.
2. Site Fee of \$50 per additional site. After the Site Information Form is submitted, this fee is non-refundable. NOTE: For new applicants, additional sites are those other than the first site seeking certification. If you are a new applicant and are applying for only one site, you will not pay this fee.
3. Inspection Fee of \$40 per hour and travel costs. This fee applies to all out-of-state applicants and to applicants within Washington State who request or whom the WSDA Organic Food Program deems it is necessary to conduct inspections in addition to the annual organic food inspection.
4. Export Documentation Fees of \$40 per export document issued. Any documents issued to enable the export of organic food products are non-refundable.
5. Transitional Certification Fee of \$5 per acre. After a Transitional Food Certificate has been issued, this fee is non-refundable.

New Applicants

Prior to inspection:

\$200 of the application for certification fee is refundable.

After inspection:

All fees are non-refundable.

Renewal Applicants

Prior to Inspection:

All fees may be refunded except a \$200 administrative fee and any assessments for the current years sales of organic crops.

After inspection:

All fees are non-refundable.

If renewal applicant is requesting a refund due to withdrawal from the Organic Food Program, the following items must be submitted:

1. A written request to withdraw from the organic program.
2. The original Organic or Transitional Food Certificate that was issued after the inspection of your farming operation.
3. The current calendar year's sales of organic foods.

Credit

If you do not specifically request a refund of overpaid fees, your account will be credited. Any money owed to you will be applied to future costs associated with your organic certification.